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Workplace **Safety & Health**

for Supervisors and
Employees at NASA
Headquarters

Your Guide to a Safer and Healthier Workplace

**Office of Infrastructure, Management,
and Headquarters Operations**

Headquarters Facilities and
Administrative Services Division

NASA Headquarters
Washington, DC 20546



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Message from Office of Headquarters Operations

Dear NASA Headquarters Employees

In a Senior Leadership Council session in May 2004, our Administrator, Sean O’Keefe, shared NASA’s values and how they originated from survey results provided by NASA employees. One of his core values is safety.

“We are committed, individually and as a team, to protecting the safety and health of the public, our partners, our people, and those assets that the Nation entrusts to us. Safety is the cornerstone upon which we build mission success.”

Our Agency’s Safety Initiative establishes the NASA safety hierarchy:

- First, **safety for the public**. We absolutely must protect the public from harm
- Second, **safety for astronauts and pilots**, because they expose themselves to risk in high hazard flight regimes
- Third, **safety for the NASA workforce**, because we owe it to our NASA workforce to provide a safe and healthful workplace
- Fourth, **safety for high-value equipment and property**, because we are stewards of the public’s trust



Christopher T. Jedrey

We can improve quality and decrease costs by developing a safety culture that focuses on individual involvement. Each person at NASA Headquarters has a responsibility to safety. If you see a hazard, take a moment to report it. By demonstrating individual involvement, we might not see the benefits today; but it could have an astounding effect in the future when an accident has been prevented because you took the time to correct a potential problem. This is the action of a person who values safety.

I encourage each of you to read this publication and use it as a guide to developing a safer and healthier workplace for all of us.

A handwritten signature in black ink that reads "Christopher T. Jedrey". The signature is fluid and cursive.

Christopher T. Jedrey

Deputy Director

Office of Headquarters Operations

Quick Response Sheet

If You Are Injured or Ill on the Job

If your injury or illness is severe, get immediate medical attention. Go to the NASA Headquarters Health Unit in Room **CD70**.

If your illness or injury prevents you from going to the Health Unit, call **911**. Then call, or have someone call, the Security Office at **202-358-1616** to tell them that an ambulance has been called.

If you are not in or near the NASA HQ building, go to the nearest medical facility. If your injury or illness prevents you from going to a medical facility, call **911** immediately.

Notify your supervisor about the situation as soon as possible. (Note: Privacy laws prohibit Health Unit personnel from discussing your treatment with your supervisor. You are responsible for informing your supervisor about your injury/illness and medical treatment.)

If your injury or illness is not severe, report to your supervisor. Depending on the situation, he or she may accompany you to the NASA Headquarters Health Unit for medical treatment.

File an Occupational Injury or Illness Report

You must file a report about your injury/illness and medical treatment as soon as possible after the incident. Call the NASA Headquarters Health Unit at **202-358-2600** to request the appropriate reporting forms. Fill out your portion of the forms, then give them to your supervisor. Your supervisor will complete his or her portions of the forms and will return the completed forms to the Health Unit.

Reporting Safety and Health Hazards

Safety at NASA Headquarters is everyone's responsibility. You are encouraged to report any safety or health hazards you see. There are several ways you can do so:

Report a specific hazard to your supervisor using a Safety Hazard Notice. Call the Safety Office at **202-358-1239** or **202-358-0608** to request this form.

You can also submit a safety request to the Facilities Help Desk System at <https://polaris.hq.nasa.gov/fhds>.

Call the Safety Office at **202-358-1239** to make verbal notification.

Make a Suggestion for Safety and Health

Remember—the most important thing is to let someone know when you've seen a safety or health hazard, or when you have an idea for making your workplace safer. Comments on nonpriority issues or general suggestions about safety and health improvements can be submitted to the Headquarters Employee Suggestion Program in the Human Resources Office (Room 4021) or by calling **202-358-2318**.

In addition, every employee is required to have a copy of the Headquarters Occupant Emergency Plan (OEP) and to be familiar with it. If you do not have a copy, contact the Headquarters Safety Manager at **202-358-1239**.

Fill in the information for your office's emergency and facility points-of-contacts:

Emergency or Security Office

Headquarters Facilities Office

Contact:

Contact:

Telephone number(s):

Telephone number(s):

For emergency or security assistance,
call the Security Office at **202-358-1616**.

For assistance with HQ Facilities matters,
call **202-358-0233**.



Responding to a Medical Emergency

If Someone is Injured or Ill on the Job

- If the injury or illness is severe, get immediate medical attention
- If the person is conscious and able to walk, escort the person to the NASA Headquarters Health Unit in Room **CD70**
- If the injury or illness prevents the person from going to the Health Unit, call **911**. Then call the Security Office at **202-358-1616** to tell them an ambulance has been called. Be prepared to give the security officer the following details:
 - Victim's condition (conscious, unconscious, severe bleeding, choking, etc.)
 - Location: floor, room or workstation number, and any other information that identifies the precise location of the victim
 - Victim's name, age, and gender
 - Your name and the telephone number from which you are calling
- Assign someone to wait at the nearest passenger elevator to escort the security officers to the victim's location
- Have someone notify the victim's supervisor and your supervisor about the situation
- First-aid kits for emergency use are placed in the Headquarters galley areas of the second through ninth floors. If an emergency does require you to use some items from the kit, please notify the Health Unit so those items can be replaced

If you are not in or near the NASA HQ building, take the injured or ill person to the nearest medical facility. Or call **911** if the injury or illness prevents the person from getting to a medical facility.

- Notify your own supervisor and the injured/ill person's supervisor about the situation as soon as possible

NOTE: Some diseases are transmitted by blood or other body fluids. When helping someone during a medical emergency, try to protect yourself from contact with the victim's blood or body fluids. If possible, use Latex gloves, safety glasses, an apron, or a pocket mask when giving CPR. See page 8 in this guide for more information.

Introduction to this Guide

This guide will provide information about how to handle unsafe situations that may develop in your work area. It has been specially developed for use by NASA Headquarters supervisors and employees in the performance of daily Safety and Occupational Health requirements. It will also provide information to those individuals who may have limited training or experience in working with safety issues.

This guide is in keeping with the stated purpose of the Occupational Safety and Health Act of 1970, *“To assure safe and healthful working conditions for working men and women by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health; and for other purposes.”*

One of the best safety rules is to always be aware of your work setting and surroundings. Keep a watchful eye for hazards in the workplace and prepare to protect yourself from them. These include accidental slips, trips, and falls, electrical problems, and situations that could lead to back injuries.

Never take a safe work environment for granted. Maintaining a safe work area is everyone’s responsibility. By paying attention to basic safety precautions and procedures, you can make your work environment a safe place for you and your co-workers.

Always report safety and health hazards to your supervisor immediately. If that person is not available, call the Headquarters Safety Manager at **202-358-1239**. This is especially important for serious hazards that require immediate attention, like a chemical spill or exposed electrical wires.

Part of a good safety and health system is the empowered individual who takes quick action to fix a hazard before someone gets hurt. If the hazard you see is something that you can fix, please do so. Go ahead and wipe up that coffee spill, call maintenance to wipe up those raindrops in the hallway, close the file cabinet or relocate the electrical cord that could cause someone to trip and fall.

This guide identifies typical workplace hazards and emergency situations, and provides tips, contacts, and information for safety management. The guide’s purpose is not only to inform, but also to promote a safety culture—a positive, proactive attitude toward employee safety and health. Everyone at NASA has an equal opportunity to participate in the Safety and Health Program. We encourage you to take an active role.

This guide will

- Give all Headquarters supervisors, employees, and contractors clear and easy-to-understand information about safety and health on the job
- Strengthen the safety culture at NASA
- Empower each NASA employee to become a part of the Safety and Health Program

NASA Safety Initiative

The goals and objectives of NASA's Safety and Health Program are to reduce and, ultimately, eliminate all mishaps that lead to occupational injuries and illnesses, result in equipment and facility damage, or adversely affect mission objectives.

NASA is committed to the development and implementation of a comprehensive program of occupational safety and health training and instruction. Our purpose is to insure the highest practical skill levels for safety and health professionals, ensure safe work habits for employees involved in controlled hazardous operations, and provide sufficient information to enable management officials and supervisors to recognize their responsibilities under the Occupational Safety and Health Act and the NASA Safety and Health Program.

Specifically,

- The NASA Agency Safety Initiative (ASI) is our program to become the Nation's leader in safety and occupational health, and in the safety of the products and services we provide
- Our goal is to continue to strengthen NASA's capabilities to ensure that safety permeates every aspect of our work and to routinely incorporate safety and health principles and practices into the daily decisionmaking processes of the Agency
- NASA's goal is to have *zero* safety mishaps at NASA Headquarters
- Focusing on the safety of NASA's mission and operations improves quality and decreases costs and schedule delays. Even if costs are increased and schedules are lengthened, our first priority is to ensure safety
- NASA is committed to improving its safety program through
 - management, leadership, and employee involvement
 - system and worksite hazard analysis
 - hazard prevention and control
 - safety and health training.

NASA Headquarters Safety Policy

- NASA Headquarters' safety objective is to avoid loss of life, personal injury and illness, property loss or damage, or environmental harm from any of its activities, and to ensure safe and healthful conditions for persons working at or visiting the NASA Headquarters facilities
- Our most important core value is safety—safety of the public, astronauts, and pilots; safety of our civil servant and contractor personnel; and safety of our high value space equipment and property. It is Headquarters' policy to provide a safe and healthy environment for all civil servants, contractor employees, and visitors
- Safe operations in all activities are a condition of any individual's opportunity to work at and for Headquarters. Supervisors will work with employees to ensure that they have the proper training and equipment to perform their work in a safe manner. Headquarters contractors will include provisions in their safety plans that require work to be performed in a safe manner. No activity is so important that it cannot be performed safely. Employees will advise management about inherently unsafe work without fear of reprisal
- All employees, supervisors, and contractors will implement and follow the letter and intent of this policy. This policy is in accordance with NPD 8700.1B, NASA Policy for Safety and Mission Assurance; NPD 8710.2D, NASA Safety and Health Program Policy; and NPD 1800.1, NASA Occupational Health Program. Safety performance and adherence to this policy shall be an important element in all employee and contractor evaluations
- NASA Headquarters shall comply with all applicable regulations, including NASA's safety and health requirements and those imposed by federal agencies with regulatory authority over NASA in specific areas (e.g., the Department of Labor's Occupational Safety and Health Administration, the Nuclear Regulatory Commission, and the Department of Transportation)
- Specific NASA policy directives, guides, and standards establish Headquarters' safety and health compliance requirements to achieve mission success in meeting the goals stated in NASA's Strategic Plan. These documents are accessible through the NASA Online Directives Information System Web site at <http://nodis3.gsfc.nasa.gov>, from the link for HQ Directives.

Supervisors' Responsibilities

- Supervisors are responsible for providing a safe and healthful environment by ensuring that accident prevention measures are in place to prevent injury to personnel and loss in property damage. Prompt action must be taken to correct hazards reported by employees or identified through accident investigations and safety inspections
- Supervisors must also ensure that employees under their supervision are aware of Safety and Occupational Health (S&OH) rules and regulations, use protective clothing and equipment provided for their protection, adhere to established procedures. Supervisors must take appropriate disciplinary action when safety rules are not followed
- Supervisors (civil servants and contractors, to the extent of their contracts) are responsible for complying with S&OH rules, regulations, and standards
- Supervisors shall encourage and support employee participation in safety activities
- Supervisors are responsible for ensuring a safe and healthful workplace. This responsibility extends to any place where their employee(s) is engaged in work related to his/her job. Supervisors' responsibilities include the following:
 - Furnishing a safe and healthful place of employment and ensuring that identified hazards are eliminated or controlled through a rigorous proactive inspection and abatement process. Assuring that a safe and healthful workplace is maintained through active coordination with, and support to, the designated facility operations manager (FOM)
 - Ensuring timely reporting of mishaps and close calls, and timely follow up of any corrective actions
 - Ensuring that employees are informed of NASA safety and health programs and of the protection afforded employees through these programs
 - Informing employees of the location of the nearest medical treatment facility, procedures for obtaining treatment, and methods for reporting occupational injuries or illnesses
 - Instructing employees to report hazardous conditions to their immediate supervisor or to the Headquarters Safety Manager at **202-358-1239** or the Occupational Health Manager at **202-358-1569**
 - Taking appropriate action to protect employees in imminent danger situations
 - Ensuring that employees are informed of their specific responsibilities and rights under the OSHA Act of 1970, Executive Order 12196, and 29 CFR Part 1960; how they may participate in the safety and health program; and that they are provided with safety and health training as applicable to the work environment
 - When an employee's injury occurs on the job, the supervisor should accompany the injured employee to the Health Unit for evaluation (and medical care, if the employee is willing to receive it). After initial evaluation, the employee may elect to obtain care from a private physician or remain with the Health Unit for care and follow-up care. If the work-related injury occurs on a weekend, holiday, or after hours, the supervisor may send the employee directly to his/her private physician
 - All supervisors and employees are required to review standard operating procedures (SOPs) and safety policies

- Safety will be included in all new employee orientations. The supervisor will ensure that the employee receives this orientation
- The supervisor and employee are required to report accidents and injuries to the Headquarters Safety Office in a timely manner. Accident and injury reporting are essential
- The supervisor will ensure that all accident reporting forms and compensation claim forms are completed and forwarded to the Compensation Claims Office and the Headquarters Safety Office, respectively, in a timely manner

Employees' Responsibilities

- Reporting unsafe and/or unhealthful working conditions to their supervisor or the Headquarters Safety Office
- Accepting responsibility for the safety of others (coworkers, visitors, public, etcetera), facilities, equipment, operations, and products
- Learning about and preventing hazards of the job
- Learning about and preventing hazards of the work area
- Complying with safety and health standards, rules, regulations, and guidelines issued by NASA, Federal, State, and local authorities, and safety and health requirements that apply to the job and workplace
- Knowing the location of emergency exits and procedures
- Knowing and following the established procedures for reporting and resolving suspect safety or health hazards
- Knowing where all fire exits are located
- Learning and adhering to emergency procedures that apply to the workplace, including building evacuation procedures and location of fire alarms
- Utilizing protective equipment when prescribed and/or required by safety or health standards, good work practices, or when directed by supervisors
- Knowing how to identify and report hazards
- Knowing how to report work-related injuries, illnesses, mishaps, and close calls in accordance with established procedures
- Knowing the location of the Health Unit and how to obtain treatment
- Learning and becoming familiar with local area hazards and environmental hazards
- Cooperating with safety and health personnel during inspections, surveys, and investigations

Emergency Preparedness in the Workplace



NASA First-Aid Providers receive special training in Occupational Safety and Health Administration's (OSHA) Bloodborne Pathogens requirements. If you are interested in this training, contact NASA Headquarters Training at 301-286-2021.

Despite everyone's best efforts to ensure a safe and healthy workplace, emergencies can happen. In order to maximize employees' safety, and to minimize injury, damage, or loss, NASA Headquarters has developed plans to deal with any emergency. This chapter outlines the plans for emergencies.

Medical Emergency

A medical emergency is when someone needs immediate medical assistance due to an injury or illness. Call **911** immediately. Then call the Security Office at **202-358-1616** to tell them an ambulance has been called. Be prepared to give the security officer the following details:

- Victim's condition (conscious, unconscious, severe bleeding, choking, etc.)
- Location: floor, room or workstation number, and any other information that identifies the precise location of the victim
- Victim's name, age, and gender
- Your name and the telephone number from which you are calling

Assign someone to wait at the nearest passenger elevator to escort the security officers to the victim's location.

Notify your own supervisor and the victim's supervisor about the situation as soon as possible.

First-aid kits for emergency use are placed in the Headquarters galley areas of the second through ninth floors. If an emergency does require you to use some items from the kit, please notify the Health Unit so those items can be replaced.

CAUTION: Some diseases are transmitted by viruses in blood or other body fluids. The most common of these are the human immunodeficiency virus (HIV), and Hepatitis-B and Hepatitis-C viruses. It is extremely important that anyone administering first aid and CPR use protective equipment, if at all possible, to avoid contact with the victim's blood or other body fluids. Protective equipment includes:

- Latex gloves
- Safety glasses
- Pocket mask when giving CPR
- Apron (if possible)

Follow these other safety guidelines:

- Avoid being punctured by used needles
- Avoid contact with open wounds
- Do not clean up any areas that have been contaminated with blood or other body fluids. Headquarters emergency response personnel are trained to clean up and dispose of these safely. If cleanup is needed, call the emergency dispatcher immediately at **202-358-1616**. The dispatcher is on call 24 hours a day.

If you do come in contact with the victim's blood or bodily fluids, don't panic. Wash the affected area of your body immediately (or as soon as possible) with soap and water or a disinfectant. Report the incident to your supervisor. Contact the Health Unit for a consultation and appropriate care.

Severe Weather Plan

Cold Weather

Hypothermia is known as the silent killer. It is the potentially deadly condition in which there is a marked drop in the normal body temperature. This temperature drop occurs when the body is losing heat faster than it is produced. To prevent hypothermia, take these precautions:

- If someone is having difficulty working outside in cold weather, send him or her inside to get warm
- Do not force anyone to stay outdoors a little longer to get the job done
- Administer first aid if necessary

Hot Weather

Working in extreme heat can cause serious injuries if common sense is not used and preventive measures are not taken. Supervisors and workers should be able to recognize the symptoms of heat-related injuries, know how to treat them, and more importantly, how to avoid such injuries in the first place.

Thunderstorms and Tornadoes

Thunderstorms are most likely to happen in the spring and summer months and during the afternoon and evening hours, but can occur year-round and at all hours.

The National Weather Service issues a tornado announcement via television or radio when conditions are favorable for severe weather to develop.

In the event of a tornado warning, immediately seek shelter on the lowest floor of the building you are in. Avoid windows. Get under heavy furniture or workbenches located in the center of the structure. If you are in the Headquarters building, follow the directions in the HQ OEP under “Shelter in Place” and wait for further directions from Headquarters officials.

If you are caught outdoors during a tornado, lie down in a ditch or gully and cover your head. Do not try to run away.

Severe Lightning Storms

Most injuries and deaths caused by lightning occur in the summer months, during the afternoon and early evening, and to people who are caught outdoors. To stay safe during a lightning storm, move away from the storm or take shelter in a nearby facility.

When a storm is approaching, seek shelter at once in a building or car. Don't wait for the rain to start. Lightning can occur long before the rain starts.

During a storm, stay inside. Avoid open doors and windows, metal plumbing fixtures, and phones. Stay away from objects that can conduct electricity. Do not use power saws, drills, sanders, or other plug-in tools during a lightning storm.

If you are caught outside, don't take shelter under a tree or canopies. Avoid open water. Remove metal items you are carrying. Avoid being the highest or tallest object in the area; crouch down with feet together.

If you are in the Headquarters building, follow the directions in the HQ OEP under “Shelter in Place” and wait for further directions from Headquarters officials.



The National Weather Service considers a thunderstorm severe if it produces hail at least 3/4-inch in diameter, winds at 58 miles per hour or higher, or tornadoes

Emergency Preparedness in the Workplace



An announcement that a tornado watch is in effect means that conditions are favorable, within a specified area and time period, for the development of a tornado or a severe thunderstorm.

Announcement of a tornado warning means that a tornado or severe thunderstorm has been sighted and its expected path of travel is given.

Hurricanes

The slow movement of hurricanes provides time to assess wind velocities and tidal surge heights. As a hurricane approaches, seek shelter in a building. Stay away from windows.

In the event of heavy rain, take steps to ensure that property is protected from water damage. To avoid the risk of fire, unplug computers and other electrical equipment before covering them.

Extremely High Wind

The basement or center of the first floor of a building is generally the safest place during severe wind storms. If your safety is at risk, you may need to leave your workstation.

Do not leave the building. Go to the lowest, most interior part of the building you can access. Stay away from windows and doors. Wait for further directions from Headquarters officials.

High Water or Flooding

Do not re-enter a flooded building until it is determined safe by the Headquarters Safety Manager, Facilities Manager, or emergency response personnel.

Snow, Ice, and Hail Storms

If Headquarters announces that the Agency is closed after a storm, do not attempt to enter the building until the announced opening time, because snow removal activities may be underway.

In icy conditions, be alert when using walkways and sidewalks around the Headquarters building. Assure firm footing, take small steps, and, when possible, use handrails when walking up and down ramps. Salt and sand will be used on the walkways to help with traction.

Drive slowly on ramps and roadways when icy conditions exist.

Do not park on parking lots or streets that have not been cleared by the snow removal personnel.

Workplace Violence Plan

NASA Headquarters is committed to ensuring that all employees are provided a safe and secure work environment. Any form of violence or acts of prejudice, harassment, or intimidation will not be tolerated.

There are several types of violence employees may be exposed to:

- Muggings and robberies
- Harassment and verbal assault
- Threats and acts of violence from coworkers, contractors, vendors, or visitors at NASA Headquarters

For the safety of Headquarters employees, magnetometers and x-ray machines were installed for security enhancements at the east and west lobbies of the Headquarters building.

Robbers and muggers can strike while you are on your way to or from work so always be aware of your surroundings. Immediately report any violent situations to the nearest law enforcer.

Employees must report threats or potential acts of violence to their supervisors. For more information on workplace violence, contact the Headquarters Employee Assistance Program at **202-358-2600**. You may call the Headquarters Security Division at **202-358-1616** to report threats and acts of violence .

Fire Prevention Plan

To report a fire:

- When fire or smoke is spotted, pull the lever in nearest fire alarm box. Then immediately notify the Security Desk at **202-358-1616**

To prevent fires:

- Keep fuel or flammable materials stored properly and away from ignition sources
- Practice good housekeeping to eliminate trash, clutter, debris, and other combustible materials. These items should be kept to a minimum in the work environment because they are potential fire hazards
- Handle flammable liquids or materials carefully and in accordance with the chemical Hygiene Plan and Material Safety Data Sheet (MSDS)
- Do not use household extension cords for appliances
- Space heaters can only be used with authorization from the electricians. Submit requests through the Facilities Help Desk System at <https://polaris.hq.nasa.gov/fhds>
- Use caution when cooking with microwave ovens and never leave them unattended while cooking
- Unplug coffee makers when not in use
- Do not use extension cords in place of permanent electrical wiring
- No smoking is allowed in the building or in government vehicles. Smoking is only allowed in designated areas located on the second and ninth floor balconies and outside the entrance doors. Stand far enough away from entrance doors so that people entering or leaving the building are not exposed to tobacco smoke. Dispose of smoking materials in designated receptacles

October is National Fire Awareness Month. Headquarters is required to perform an emergency evacuation drill sometime during that month. In addition, quarterly drills are conducted throughout the year. Be sure you know what to do if you hear the alarm to evacuate. Refer to the Headquarters Occupant Emergency Plan for specific information.



Historically, smoking has been a major cause of office fires. Executive Order 13058 (enacted August 9, 1997) prohibits smoking in the Federal workplace and provides Federal employees protection from second-hand tobacco smoke in the workplace.

Emergency Preparedness in the Workplace



Bomb Threats Response

For bomb threats made via the telephone, record as much information as possible about the call, caller, background, threat, and any other identifying information.

1. Exact opening words of the caller: _____

Specific questions: *(Record answers exactly as spoken by caller)*

- Where is the bomb?
- What time is the bomb set to go off?
- What kind of bomb is it?
- What does it look like?
- Who do you represent?
- Who are you?
- Why did you place the bomb?
- Do you know that there are innocent people in the building who may be killed or injured?
- Please repeat what you've told me to make sure that I understand you.

2. Exact closing words of the caller: _____

3. Time caller hung up: _____

4. Description of caller's voice: _____

- Familiar?
- Male/Female?
- Age (young/middle-aged/old)?
- Voice Pitch (high/medium/deep)?
- Accent (ethnic/region)?
- Speech Impediment?

5. Your name and position: _____

6. Your location/address: _____

7. Phone number on which call was received: _____

8. Date/time of call: _____

To report a bomb threat or unattended suspicious package at NASA Headquarters, go to a safe location and call the Security Desk at **202-358-1616** (available 24 hours). Give your name, organization, room number, and any information you were able to obtain.

Shelter in Place

In certain instances, immediate evacuation of the NASA Headquarters facility is not in the best interest of its occupants, and sheltering occupants in the building may reduce the risk of injury. “Shelter-in-place” is a short-term measure used when the environment outside the building may be threatened by natural disasters, hazardous materials, or terrorism.

Each occupant should prepare for a possible shelter-in-place situation by compiling an emergency kit with prescription medications, a flashlight, and food and water for at least 24 hours.

Occupants will not be forced to shelter in place, that is, to remain in the building, unless doing so is mandated by law enforcement or public health officials, or unless leaving will cause harm to those remaining in the building.

Consequently, based on an assessment of the situation, and when appropriate, the Office of Security Management and Safeguards will designate a specific exit door for those occupants who wish to leave and not shelter in place.

Please be aware that if you choose to leave the building, you will not be allowed to reenter it until the emergency is over. Also be aware that you will not have access to your vehicle from the garage, and public transportation may not be running.

When an event occurs that makes sheltering in place necessary, occupants will be notified by a short blast of the emergency siren, pulsing lights, and a verbal public address announcement. The verbal announcement will tell occupants how further information and updates about the situation will be relayed. This will depend on whether electrical power to the building is on or off. See the two sections below for wording of the public address announcement and the procedures to follow in each case.

If electrical power to the building is on, the announcement will be as follows:

***Attention! Attention!** Due to a situation in the local area, the Administrator has directed all occupants of the Headquarters building to immediately shelter in place and remain there until further instructions.*

Please refer to your Occupant Emergency Plan, the red book, for specific guidance on shelter-in-place procedures. Immediately following this announcement, the Administrator, or designee, will provide additional information and updates every 15 minutes. Please refer to NASA Channel 3 and/or 25, or your voice-mail system to receive these updates.

No electrical power to the building, the announcement will be as follows:

***Attention! Attention!** Due to a situation in the local area, the Administrator has directed all occupants of the Headquarters building to shelter in place immediately and remain there until further instructions.*

Please refer to your Occupant Emergency Plan, the red book, for specific guidance on shelter-in-place procedures. We will update you every 15 minutes, or as information is received. Additionally, please refer to HIT TV Channel 3 and/or 25, located on each floor next to the elevator banks, to receive these updates. We will also provide updates to each floor monitor who will pass the information to you.



Please be aware that if you choose to leave the building, you will not be allowed to reenter it until the emergency is over. Also be aware that you will not have access to your vehicle from the garage, and public transportation may not be running.

Keeping the Workplace Safe



W

What's so dangerous about working around computers, photocopy machines, telephones, and fax equipment? What could happen just by walking down the hall? Safety in the office is very important, although it may not be obvious. In fact, most accidents and injuries at Headquarters happen in office areas.

Tips for Office Safety

Several conditions can pose hazards or injuries in the office setting:

- Poor housekeeping
- Unsafe walking or working surfaces
- Unsafe electrical equipment
- Improper lifting techniques
- Improper workstation setup
- Unsafe use of microwave ovens

Follow these do's and don'ts to minimize hazards and injuries in the office.

Practice Good Housekeeping

- Sloppy housekeeping is often the cause of office accidents
- Clean up spills right away. Spilled liquids are a major cause of slips and falls
- Close drawers of filing cabinets and desks when they are not in use

Use Good Lighting

- Good lighting is important for safety
- Be sure you have enough light to work
- Proper lighting makes office work easier to do
- Report out-of-order light bulbs, especially in public areas such as hallways, restrooms, and the parking garage

Eliminate Potential Fire Hazards

- Piles of unfiled papers
- Overly full trash cans near photocopy machines
- Heaters left on and unattended
- Fans left on and unattended
- Frayed or damaged electrical wires
- Coffee pots left on when not in use

Ensure Electrical Safety

Practicing safe habits around electrical equipment not only helps to prevent fires but it also helps to prevent electrical shock, electrocution, and other hazards. Workers are required to take special care to turn off all power to their equipment when it is not in use. If equipment needs work, workers must tag it “out of service” before they adjust or fix it. This precaution is called lockout/tagout. When clearing a machine jam, be sure to keep long sleeves, hair, jewelry, and building identification necklaces from getting caught in the machine.

Be alert to these potential electrical problems:

- Worn or frayed electrical cords
- Electrical cords running through doorways
- Long lengths of electrical cords in use continuously
- Exposed electrical wiring around outlets, switches, and lights
- Coffee pots, fans, heaters, microwaves, and other small appliances plugged into household extension cords and/or power strips

Tips for Parking Garage Safety

To ensure the safety of Headquarters employees and to minimize vehicular accident potential, the following rules are enforced:

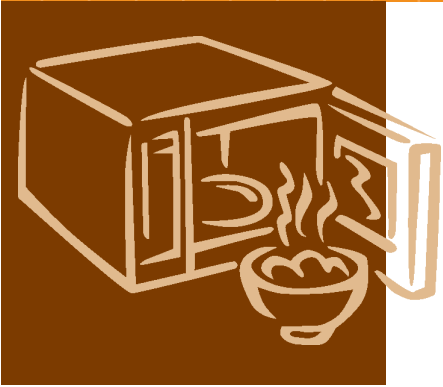
- All employees must stop at the garage entrance and present proper identification
- Operators of vehicles will not cut through parking spaces, but shall drive in an oval pattern when entering and exiting the garage
- Seatbelts shall be used when operating a private or Government vehicle within the parking garage
- Passengers, unless disabled, will not be discharged on the ramps or at the elevator entrances. Carpools will discharge their passenger(s) at their parking location
- Vehicles must stop at the top of the ramp to allow the pedestrians to cross in front of the garage
- The speed limit (5 mph) must be observed at all times. Violators may be ticketed
- Unattended children will not be permitted in the garage
- No animals will be left in vehicles
- No smoking is allowed in the garage or in vehicles parked in the garage
- Employees who damage another vehicle in the garage while parking must notify Colonial Parking. All parking garage accidents involving personnel or vehicle damage shall be reported immediately to Colonial Parking at **202-358-2415**.
- If the fire alarm sounds while you are in the parking garage, use the nearest stairwell or walk up the garage ramp to ground level to exit. Do not use the elevator



Follow these tips for electrical safety:

- *Unplug portable electrical equipment before you move or adjust it*
- *Do monthly safety checks of extension cords and power strips*
- *Tell your supervisor about unsafe electrical equipment*
- *Be careful with electrical cords; don't step on, pinch, or damage them*

Keeping the Workplace Safe



Tips for Microwave Oven Safety

When used properly, a microwave oven is safe and convenient for heating a variety of foods in a short amount of time. But if used improperly, microwave ovens can cause burns and fire hazards.

Follow these tips for safe microwave use:

- Never leave a microwave unattended when in use
- Never turn on an empty microwave
- Do not operate a microwave if the door is not properly closed and sealed
- Use only microwave-safe utensils and containers
- Do not activate the microwave with any metal or metal-containing product inside. Remove twist ties from all products
- Do not use recycled paper products* in a microwave, unless they are specifically labeled for microwave use. This includes brown paper towels, white paper towels from NASA HQ restrooms (which are recycled paper), cardboard products, and paper bags
- Be careful when removing items from the microwave and when unwrapping or uncovering them. Heat and/or steam escaping from the container as the cover is lifted can cause painful burns
- Do not use or leave flammable materials in the immediate vicinity of the microwave
- If a fire starts in a microwave oven, turn off the oven immediately, if possible. This will stop the fan so that it won't feed oxygen to the flames. Then wait until the fire suffocates. Never open the door until you are absolutely certain the fire is out
- If the fire continues, or if you cannot turn off the microwave oven or contain the fire, call the Security Desk immediately at **202-358-1616**

* Recycled products, including paper towels, napkins, cardboard products, and even waxed paper, contain minute metal flecks. When a microwave oven is operating, the interaction between microwaves and the metal can cause sparks and even flames.

Tips for Injury Prevention

Prevent Slips, Trips, and Falls

- Clean up spills or leaks as soon as you notice them
- Barricade spills that can't be cleaned up immediately
- Clean up debris and remove trash from around your work area
- Keep work area well organized and free of unnecessary clutter



Avoid Repetitive Strain Injuries

Ergonomics is the study, design, and arrangement of the environment and equipment, tools, and work processes to maximize the comfort, safety, and efficiency of the people using them. One application of ergonomics in the workplace is to reduce the risk of worker injuries or illnesses caused by repeated or excessive muscle strain. In an office environment, improper computer workstation setups can contribute to or cause repetitive strain injuries, such as eye strain, cumulative trauma disorders (CTDs), or musculoskeletal disorders. Therefore, it is important to identify and correct the elements of computer workstation setup that can contribute to such injuries.

Follow these ergonomic tips to position your computer workstation to maximize comfort and minimize injury or strain:

- Sit with your computer directly in front of you
- Position the top of your monitor at eye level and 18 to 28 inches from your eyes
- Keep wrists in a straight line with your forearms horizontal and parallel to the floor. Bend elbows at right angle
- Use ergonomically-designed devices to support correct positioning of wrists and hands
- Adjust your chair so that your feet rest on the floor and your knees are bent at a 90 degree angle
- Take breaks. Get up and stretch every 20 minutes or so

These simple procedures will help:

- Decrease fatigue and discomfort
- Decrease errors and unsafe acts
- Increase productivity
- Increase worker safety
- Improve worker satisfaction and morale
- Decrease turnover and absenteeism
- Reduce workers' compensation and medical costs

The supervisor plays an important role in reducing workplace conditions that can contribute to CTDs or work-related musculoskeletal disorders. Some of the key elements in preventing these types of injuries and illnesses include:

- Work site analysis
- Hazard prevention and control
- Medical management
- Training and education

Protect Your Back

Using the proper techniques for lifting is essential to protecting your back and preventing back injuries. Follow these tips for lifting without injury:

- Stand close to the object. Make sure you have firm footing
- Squat down. Straddle the object, keep your back straight and bend your knees
- Grab the object firmly with both hands
- Stand up slowly by straightening and lifting with your legs. Keep your back straight
- Hold the object firmly and close to your body while walking
- Most importantly, keep your back straight. Lift smoothly. Turn with your feet instead of twisting your back.

Protecting your back from injury requires good posture and proper lifting techniques. When lifting, maintain the three gentle curves in your back: inward at the neck, out at the chest region, and in at the lower back.

Never put unnecessary strain on your back. If a load is too heavy to lift, ask for help or use mechanical assistance, such as a cart or a forklift. For heavy objects, it is easier on your back to push, rather than pull.



Use this acronym as a reminder of proper lifting techniques:

B is for balance.

Maintain proper balance. Take a wide stance and make sure you have a good grip on the object before you lift it.

A is for align.

Keep your back properly aligned, being careful not to twist or bend over from the waist.

C stands for contract.

Contract your stomach muscles and keep the load close to your body.

K is for knees.

Bend your knees when you lift or lower objects so that you use your legs and not your back.

Workplace Health

Health Unit

The NASA Headquarters Health Unit is located in Room **CD70**, phone number **202-358-2600**. The unit provides medical treatment and first aid to NASA Headquarters employees, contractors, and visitors.

The Health Unit is open Monday through Friday, between 8:00 a.m. and 4:30 p.m. Sick call hours are from 9:00 a.m. to 3:30 p.m.

In addition to providing first-aid and emergency medical treatment, the Health Unit provides many other medical services to NASA Headquarters employees. These include:

- Allergy shots
- Annual physical examinations
- Certain treatments that may be prescribed by an individual's personal physician
- Emergency first-aid
- Ergonomic exams
- Eye exams
- Flu shots
- Health screenings such as mammograms, skin cancer screenings, bone density tests, and others
- Medical surveillance, as appropriate
- Point of first treatment for Workers Compensation (civil servants only)
- Pre- and post-travel exams
- Respirator fit tests
- Sick call

Contractors can use the Health Unit for first-aid treatment only. They are then required to report their work injuries to their Worker's Compensation office. For information on the specific services provided by the Health Unit call **202-358-2600**.

Headquarters Fitness Center

NASA encourages good health practices. One way to stay in good health is through good physical fitness. The NASA Headquarters Fitness Center is located in Room **CD70**. It offers strength training and cardiovascular equipment. The Fitness Center is open to Fitness Club members only. To become a member you must have a physical by the Health Unit doctor. Contact the Health Unit at **202-358-2600** for membership information.



Stress Management

We all live with stress. By definition stress is a “heightened mental and physical state.” We actually need a certain amount of stress in our lives. The key to good health and a productive life is how we manage the stressors, those things that cause you to feel stressed. While you can control some stressors, others are beyond your control.

High levels of stress can lead to:

- Accidents and injuries
- Increased use of sick leave
- Substance abuse
- Conflict among workers
- Poor work quality
- Family problems
- Threats of violence toward others
- Suicide



The good news is that there are steps you can take to reduce stress.

Tips for reducing stress:

- Exercise on a regular basis
- Eat healthy foods
- Get enough sleep
- Get involved in creative activities outside of work
- Build loving relationships with friends and family
- Establish realistic deadlines
- Learn relaxation techniques
- Take short breaks while working
- Adopt a pet

Telephone Numbers and Room Numbers for NASA Headquarters services covered in this guide

Health Unit	Room CD70
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Fitness Center	Room CD70
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Headquarters Employee Assistance Program	202-358-2600
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Headquarters Employee Suggestion Program	202-358-2318
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Headquarters Facility Office	202-358-0233
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Health Unit	202-358-2600
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Occupational Health Manager	202-358-1569
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Parking Garage, Colonial Parking	202-358-2415
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Safety Office	202-358-1239
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Security Desk Emergencies	202-358-1616
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Workplace Health

Risk Management at NASA Headquarters

A Risk Management Plan must address all potential risks to people, property, the environment, and mission assurance throughout the life cycle of a project or mission. Management will only accept risk when expected benefits outweigh identified risks. Projects may only proceed after approval of the Risk Management Plan.

Risk Management focuses on mission accomplishment while minimizing the potential effects of hazards that could result in loss of personnel and equipment, and impact the mission. This is done through a five-step process:

1. Identify hazards. Consider all aspects of the task/mission, current and future situations, all environmental factors, and known historical problem areas
2. Assess hazards to determine the risks. Assess the impact of each hazard in terms of potential loss and cost, based on probability and severity
3. Develop controls and make risk decisions that eliminate the hazard or reduce its risk. As control measures are developed, re-evaluate risk until it is reduced to the level at which benefits outweigh cost
4. Implement these controls to eliminate the hazards or reduce their risk
5. Supervise and evaluate. Enforce standards and controls. Evaluate the effectiveness of controls and adjust or update as necessary

This process does not change, but risk management tools are personalized for organizations and individuals. They can be tailored to the unique requirements of each leadership level, situation, mission, and environment. The process supports and encourages initiative, allowing flexibility, adaptability, and eagerness to act. It also applies to all we do in all situations and environments in developing space design, manpower allocation, and training development.

Federal Worker's Compensation Act Program

The Federal Employees Compensation Act (FECA), administered by the Department of Labor, provides benefits to civil servants who are injured, become ill, or die as a direct result of employment with the Federal Government. Benefits include payment of medical expenses, continuation of pay or compensation, rehabilitation, and death benefits to spouse and/or dependents.

Employees are required to: immediately report their injury/illness to their supervisor, ensuring that all supplied forms are completed and sent to the Headquarters Occupational Health Manager in the Human Resources Development Division, provide requested medical documentation, attend all medical appointments, keep supervisor/compensation claims officer informed of status, and return to work or restricted duty when instructed by physician.

Supervisors play an essential role in reducing employees' compensation costs. Their understanding of FECA requirements for occupational injuries and illnesses and their supervisory responsibilities are essential for a successful program. Two important elements of this program are:

Return to Work. Before returning to work after an injury or illness, regardless of where the injury or illness took place, employees should be referred to the occupational health clinic for evaluation. Injured employees often have restrictions that must be accommodated in order to avoid assignment to a task that could aggravate their condition. Also, some medications can affect employee behavior, and should be evaluated before the employee assumes regular duties.

Controverting a Claim. Controverting a claim is the process of disputing, challenging, or denying the validity of a questionable claim. If the facts of the injury are not in agreement with what the injured employee and/or witness stated, the supervisor must note this and the reasons for his or her concern. The controverted claim should also be reported to the Headquarters Safety Office, **202-358-1239**. (Note: Use form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, available from the Occupational Health Office, **202-358-1569**.)



Safety & Health



National Aeronautics and
Space Administration